



Jim Doyle
Governor

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State of Wisconsin
Department of Health and Family Services

DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF PERSONNEL AND EMPLOYMENT RELATIONS
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Dear Interested Individual:

Thank you for your interest in Limited Term Employment (LTE)/Project Employment with the Department of Health and Family Services (DHFS).

You should be aware of the following facts before applying:

- Limited Term Employment (LTE) and Project positions are temporary/short term or fixed term jobs.
- LTE positions may be of any duration up to 1043 hours per year; Project positions may last eighteen months or more.
- LTE employees are not eligible for paid vacations, paid holidays or sick leave, performance awards, military leave or other time off with pay.
- Project employees are eligible for paid vacations, paid holidays and sick leave, but cannot attain permanent status or tenure, transfer, restoration, reinstatement, promotion eligibility and layoff benefits.
- Individuals appointed to LTE or Project positions cannot transfer to permanent positions; however, they may apply and compete for permanent positions under State Civil Service rules.
- Wisconsin State Government is committed to Affirmative Action recruitment and Equal Employment Opportunities in its hiring practices. DHFS is an Equal Opportunity Employer functioning under an Affirmative Action Plan.

To apply for a position, for either LTE or Project employment, the following (PDF) forms must be completed:

- [DMT-911](#) Limited Term Employment (LTE) or Project Employment Application
- [DMT-976](#) Employment and Education History Summary - a **resume** may be substituted for this form.

The following two PDF documents will assist you with completing the application, DMT-911.

- [DMT-911A](#) Instructions for Limited Term Employment (LTE) or Project Employment Application, DMT-911
- [PMT-43](#) Job Classifications Summary Statements
This publication is a description of the various positions that may be available and for which you may apply.

To access any of these documents, click on the document number that is underlined. Send completed documents (DMT-911 and DMT-976) to:

Department of Health and Family Services
BPER, Room 555
One W. Wilson Street
Madison WI 53707-7850

To access the above documents in WORD, which may be completed on-line and be sent as an email attachment, click on these numbers: [DMT-911](#) and [DMT-976](#).

Individuals who complete and return the LTE or Project Employment Application (DMT-911) **and** enclose a copy of their resume OR the completed Employment/Education History Summary (DMT-976) will be included in the DHFS referral database. This database is one of several recruitment resources that may be used to fill LTE or Project vacancies. As vacancies occur, and based upon the information provided on their Application, individuals listed in this database may be contacted.

It is important that you complete **ALL** areas of the LTE or Project Employment Application (DMT-911).

Please refer to the employment area map to determine which areas of the state you will accept employment. Also, use the Job Classifications Summary Statements to determine which classifications you are interested in and for which you are qualified. When reviewing the classifications, please check only those that **match** the skills that you possess. Do NOT indicate classifications for which you do not have basic qualifications or that require licenses or journey cards that you do not have.

Upon receipt of the application (DMT-911) and your current resume or completed Employment/Education Summary (DMT976), your name will be placed and remain in the system until one of the following occurs:

- You are appointed to an LTE or Project position in DHFS.
- Your LTE or Project Employment Application expires (expiration date is six months from the date of entry into the database).
- We are unable to contact you.

Names that are removed from the system may be reentered if a new application is submitted. If you no longer wish to be notified of LTE or Project vacancies, please inform us in writing.

If you have questions about the process, please contact our office at 608/266-3356, 608/266-1865, 608/266-2555 (TTY), or BPERJOBS@dhfs.state.wi.us.

Good Luck!

DMT951 (5/18/05)

INSTRUCTIONS FOR LIMITED TERM EMPLOYMENT (LTE) or PROJECT EMPLOYMENT APPLICATION, DMT-911

Social Security Number: Social Security Numbers are used in our LTE/Project database to match individuals and their application information file. Providing your Social Security Number is voluntary; however, we must have a nine-digit number to process your LTE or Project Information Form. Persons not wanting to disclose their Social Security Number must attach a letter to their LTE or Project Information Form requesting the Department of Health and Family Services provide a nine-digit number to be used for processing purposes. The LTE or Project Information Form will not be processed without the Social Security Number or the letter of request for an assigned nine-digit number.

Racial/Ethnic Code Definitions:

Black: Not of Hispanic origin. All persons having origins in any of the Black racial groups of Africa.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands.

American Indian or Alaska Native: Persons descending from any of the original peoples of North America who possess 1/4 degree of documented tribal descent or are enrolled with a federally or state recognized tribe, or are recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White: Persons not of Hispanic origin. All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Note: Applicants may be required to provide verification of racial/ethnic status claimed.

Persons with Disabilities: An individual is considered to have a disability if he/she:

- a. **Has a physical or mental impairment which makes achievement unusually difficult or limits the capacity to work** or which limits one or more major life activity; or
- b. **Has a record of such an impairment.** An individual may be completely free from a previous physical or mental impairment, but may still have difficulty in job situations because of medical history; or
- c. **Is perceived as having such an impairment** by those who can have an effect on the individual's chance to secure, retain or advance in employment, whether or not an actual impairment exists.

Reasonable Accommodation: The Department of Health and Family Services will not deny employment to anyone because of the need to make reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you need special accommodations, please contact Me at (608) 266-3356 or (608) 267-7371/TTY.

Veteran Status: You are considered a veteran or a veteran with a disability if you have been honorably discharged from the U.S. Armed Forces and/or you have a service connected disability recognized by the U.S. Veterans' Administration and resulting from active service in any of the areas and during any service period listed below.

- 99 Served for at least two continuous years on active duty under honorable conditions; or the full period of initial service obligation; or was discharged or released after less than two years due to hardship; a service connected disability or a reduction in the armed forces Service did not have to occur during a war period or campaign.

Active service for at least one day during one of the following wartime periods:

01. August 27, 1940 - July 25, 1947
02. June 27, 1950 - January 31, 1955
03. August 5, 1964 - July 1, 1977
04. 1961 Berlin Crisis - Served as a member of the Reserves or National Guard who was ordered to active duty because of the Berlin Crisis under Section 1 of the Executive Order 10957
05. Persian Gulf War/Desert Shield/Desert Storm August 1, 1990 to Date to be determined
06. Afghanistan War - Sept. 11, 2001 Date to be determined

or are entitled to the Armed Forces, Navy or Marine Corps Expeditionary Medal or the Vietnam Service Medal for participation in the following campaigns that occurred within the inclusive dates indicated:

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| 10. Berlin: August 14, 1961 - June 1, 1963 | 20. Middle East Crisis: See ss.45.34(2), Wis. Stats. |
| 11. Congo: July 14, 1960 - September 1, 1962 | 21. Operation Just Cause, Panama:
December 20, 1989 - January 31, 1990 |
| 12. Cuba: October 24, 1962 - June 1, 1963 | 22. Operation Restore Hope, Somalia:
December 9, 1992 - Date to be determined |
| 13. Grenada: October 23, 1983 - November 21, 1983 | 23. Bosnia: December 1, 1995 - Date to be determined |
| 14. Laos: April 19, 1961 - October 7, 1962 | 24. Operation Enduring Freedom:
September 11, 2001 - Date to be determined |
| 15. Lebanon: July 1, 1958 - November 1, 1958 | |
| 16. Lebanon: August 1, 1982 - August 1, 1984 | |
| 17. Quemoy and Matsu: August 23, 1958 - June 1, 1963 | |
| 18. Taiwan Straits: August 23, 1958 - January 1, 1959 | |
| 19. Vietnam: July 1, 1948 - August 4, 1964 | |